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## Improvement Teacher Skills in Archiving Letters through Mentoring E-Archive Learning Media

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### ABSTRACT

*Curriculum years 2013 offices administration program in Vocational High School, there is a competence Archive electronically (e-archive). Electronic media in the management of the archives will be obtained benefits of speed, convenience, and cost-efficient. The teacher as a learning facilitator must master the electronic archive program. The results of the activities of the training and mentoring of the learning model of e-archive are the average of the results of the respondents stating that 92% of the material provided in this training is very important and as much as 90% of the e-archive training participants hope can apply innovation of learning media in class.*

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## INTRODUCTION

### Situation Analysis

Vocational High School (SMK) as support of secondary education and vocational school is required to optimize the ability of students following their fields of expertise. Students are required to be more active in searching, processing, constructing and using knowledge (Astuti, 2017). For this reason, learning must provide an opportunity for students to construct knowledge in their cognitive processes, to truly understand and be able to apply knowledge, while still being encouraged in problem-solving, discovering everything in themselves, and striving to realize ideas. One of the spectra of SMK is business management. Vocational Schools with a business management spectrum in which there are office administration programs (secretaries).

Curriculum years 2013 in the office administration program, their competency was an electronic filing (Nafiah, 2015). The achievement is very clear, that now needed records management is electronic. Technology has changed in such a way that the system is office work completion changed and redesigned from the manual office work to the electronic office system. Electronic media in archive management will obtain the benefits of speed, convenience, and savings. The purpose of speed here is through the use of electronic media in archival management.

Through convenience, speed and accuracy in service, especially related to the need

for an archive, it will provide satisfaction to those who need it. This will also have an efficient effect on time, cost and energy for archival employees and for those who need records. In line with the results of the study Nafiah (2015) which states that good records management will facilitate the rediscovery of records so that it will improve services and can show the discipline of the organization.

Teacher of Vocational High School Office Administration Program Group Business and Management, have the main task of producing graduates who have the ability and skills that master in the field of completion of all types of office work. Following the tendency of the office lately, most systems and their work patterns have led to the use of *software* computer-based. Such conditions, if the teachers do not have creativity in learning, it is certain that SMK graduates especially the Office Administration Program cannot meet the needs of the job market.

The results of previous research conducted by (Kuswanto, 2015) on research learning *e-archive* concluded that the basic concepts of developing learning media *e-archive* virtual and Microsoft access based are (1) making drawers, guides, and folders in the form of folders and files that have been determined, then stored in the database in the form of Microsoft Access; (2) the menu displayed includes new archives, records management, agenda book in-out mailing, archive search, agency arrangements, unit editing and editing,

statistics, incoming mail recap, outgoing mail recap, agenda book recap, and archive borrowing recap, and about *e-archive*; (3) weaknesses of the model are still offline and Microsoft Access is used using a minimum of 2010.

The results of interviews with Office Administration teachers in the city of Surabaya, especially those who manage the subject of Managing Letters and Documents show that so far has been there no training in archival learning media leading to the use of a software-based computer such as *e-archive*. This is because besides teachers only rely on management books manual archival that is widely circulated, it is also caused by vocational laboratories not yet having software digital archiving.

Therefore, the need for training *e-archive* based software digital archival can be utilized by schools that already have adequate internet connection facilities.

Based on the results the analysis of student needs, that students also need strategy interesting learning by utilizing learning media that is appropriate to the era of globalization. Therefore, the need for the dissemination of learning media *e-archive* based software on digital archiving in the city of Surabaya to improve the quality of teacher learning and increase student learning outcomes.

### Issue Formulation

Based on the explanation above can be identified the following problems:

1. How the implementation of training *e-archive* and modules that can be used in

learning *e-archive* at schools?

2. How the process of assisting the teacher in preparing *e-archive* software that can be used in computer laboratories at school?
3. How has the training achievement shown by the teacher's response to the implementation of learning media training *e-archive* for teachers of the Vocational High School Office Administration Program in the city of Surabaya?

### Objectives

1 Training for Community Services aims as follows:

- 1) Providing material to teachers about learning media *e-archive*.
- 2) Assisting teachers to apply learning media *e-archive* based software digital archival.
- 3) Obtaining information about the achievement of the training indicated by the teacher's response to the implementation of learning media training *e-archive* based software digital archival for teachers of Vocational High School Office Administration Program in the city of Surabaya.

### Benefits

This training activity provides the following benefits:

1. Teachers get an understanding material of learning media *e-archive* based software archival digital in learning office

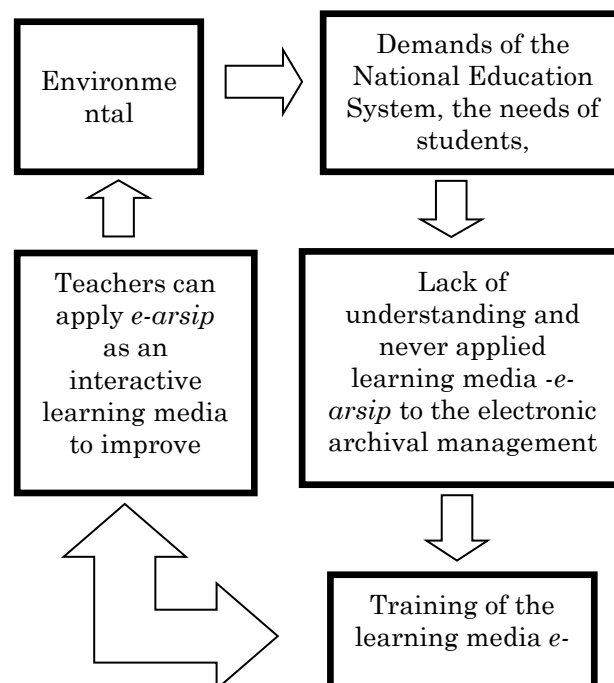
- administration.
2. Teachers can apply to learn media *e-archive* based on software digital archiving in learning office administration.
3. Enriching the ability of teachers to explore innovative learning media following the curriculum 2013.

## LITERATURE REVIEW

Documentation activities in the form and media based on information and technology communication received by central or regional government institutions or agencies, institutions educational and political organizations and companies by developments in information technology and communication made and accepted by state institutions, central and

regional governments, educational institutions, companies, political and social organizations, nation and state called the archive (*Undang Undang No.43 Tahun 2009 Tentang Kearsipan*, 2009). According to the International Standards Organization (ISO) called the archive is information received in the form of data in a computer and then managed by an organization or someone to do business and save it as evidence of transactions or activities (Sukoco, 2007). Usually the archives of the sources of information used by leaders in making decisions. Therefore the role of records is very important for Management Information Systems.

According to McLeod & Schell (2008), Management Information System is



**Figure 1**  
Chart of Problem Solving Framework (PKM Team)

an information system created by computers for use by users who have the same needs. Supported by Sugiarto & Wahyono (2005) who explained that computers as a tool in managing documents in the form of data saved effectively and efficiently, both in terms of storage, processing, distribution, and maintenance of documents. Modern Archive Management is closely related to electronic filing systems (Sugiarto & Wahyono, 2005).

The Georgia Archives (in Sukoco, 2007) mentioned that electronic documents can come from various forms, namely all documents, paper, letters, maps, books, microfilms, magnetic tapes, or other materials regardless of physical form or characteristics, made or received according to Constitution. Furthermore, Rolt (2007) explains that e-archive is the process of storing and managing various types of documents in a company or organization through a computer program. E-archive is very helpful for organizations and users in creating documents, scanning documents from hard copy to the form of files, editing, printing, managing, processing and storing documents.

## **MATERIAL AND METHOD**

### **Problem Solving Framework**

The rapid development of technology and the demands of the labor market where digital archival services are increasingly developing in Indonesia are behind this training. Students are less enthusiastic during the learn-

ing process which only relies on modules manual and learning media that are less interactive. Another problem found, not many teachers are familiar with *e-archive* learning media and use it as one element in the technology-based interactive learning process. *E-archive* learning media training is one of the thoughts of the community service team to improve the quality of learning. Problem-solving can be illustrated in figure 1.

### **Target Audience**

The target of this activity is teachers of Vocational High School who are members of the Office Administration MGMP in Surabaya City with a total of 32 people, who are considered appropriate as an audience strategic target. It is said so because teachers will continue to apply media learning to improve the quality of learning. This training is not only beneficial for the teacher, it is increasing understanding and skills in the use of *e-archive* interactive learning media based digital archival, it also has the benefit of helping students improve learning outcomes.

### **Methods of Implementation Activities Training**

The method used in *e-archive* learning media training is the method of direct learning and training. The PKM team tried to provide material that was interesting and fun through providing material directly about storing documents on a computer.

In table 1 there are materials provided during *e-archive* learning media training for teachers.

Place the implementation of training at the Computer Laboratory of SMKN 1 Surabaya on August 11, 2018, starting at 07.00 WIB until 16.00 WIB. The participants who attended the training were 32 Teacher of Office Administration MGMP in Surabaya.

In carrying out PKM activities, participants were given guidance on archiving operations digital-based Microsoft Access by direct. Many teachers are still confused about operationalizing software *e-archive*, so the time

needed for practice is very long. During the activity, the team was assisted by students to assist the participants. At the end of the training, the team distributed response questionnaires to *e-archive* training participants.

The following describes the operational procedures for software *E-archive*. As can be seen in figure 2.

## RESULT AND DISCUSSION

During the training process, the PKM team provided training with enthusiasm, with a relaxed and pleasant atmosphere. The re-

**Table 1**  
Training Materials

No.	Materials
1	Storing documents on a computer <i>E-archive</i> System and Institutional Arrangements
2	Practice Storing New Archives Practice Editing Records Practice Printing a Control Card Practice List Archives
3	Practice Searching Archives Practice Recapitating of Archives Practice Recapitating of Incoming Letter
4	Practices Recapitating of Exit Letter Practices Lending Archive Accompaniment Technical Problems

Source : Data of the PKM Team

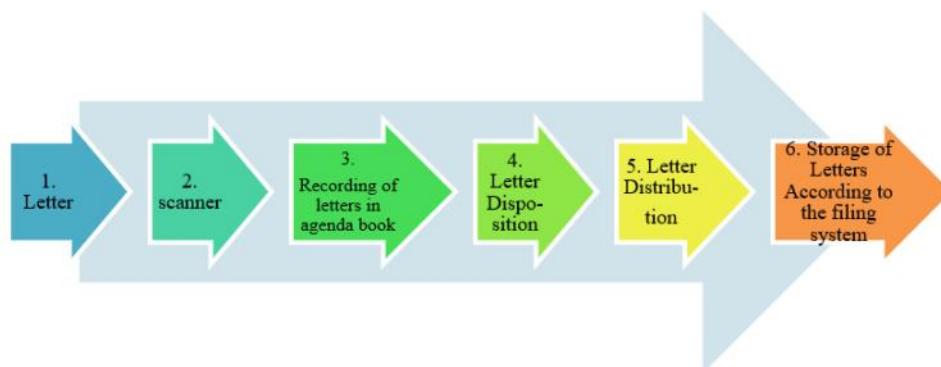
sponse of the participants in the activity, namely the teachers, was positive. This was proven by the enthusiasm of PKM participants who continued to follow the activities from beginning to end. The results of the overall implementation of community service activities can be seen based on the following components:

#### Achievement Target Participants of Training

Target the beginning of the training participants or the target audience was 32 people, as well as the number of invitations present as many as 32 people. The trainees were very enthusiastic about the many questions asked and not one teacher left the training program until all the programs were finished. Thus the achievement of the target of trainees is to increase by almost 100% or can be considered very good.

#### Achievement of the Material that Has Been Provided

Achievement of the material that has been planned in this community service activity is assessed from the teacher's responses by 93% expressing excellent mastery of the material by the instructor training *e-archive* and 90% agree that the training material is appropriate or relevant to the subject matter they are capable of, namely archiving and by the 2013 curriculum. So that training activities *e-archive* can help to increase the awareness and willingness of teachers to apply interactive learning media in schools. Besides, the results of the response questionnaire teacher's stated that 88% strongly agreed that the condition of the infrastructure used in *e-archive* training was very appropriate and qualified. As for the committee's services when the e-



**Figure 2**  
*E-archive Process*

training archive took place, it received a very good response of 89%. The participants were very enthusiastic about receiving the material provided by the training instructor, which was proven by 94% of participants who felt very clear in the process of delivering the material provided by the e-archive training instructor.

Seen from the results of the questionnaire distributed, it can be concluded that teachers need this training for scientific development and Human Resource development. This is consistent with the results of the training conducted by Widhanarto & Zulfikasari (2018) that *e-archive* training participants responded positively and provided benefits, especially the village.

### Systematic Implementation of Training

The teacher's response to the systematic implementation of the training was assessed from the results of a questionnaire that stated the implementation of training by the PKM Team during the training and mentoring process in the classroom by 86%. The same result was 86% for the response whether this kind of training activity necessary forwarded in the future with other application program material. The participants *e-archive* stated that 92% of the material provided in this training was very important.

Archives are very important for the life of the nation. For this reason, archives need to be stored properly by the secure storage system. The purpose of archiving according to Muhidin (2019) include:

1. To be able to provide services in archival storage;
2. To be able to provide information or re-discovery of records that are accurate, complete, accurate, relevant, timely and efficient;
3. Support the implementation of archival shrinkage with efficient and effective.

System security management is an activity so that information remains secure, and maintains confidentiality is, i.e. protecting data and information from disclosure from unauthorized persons (McLeod & Schell, 2008).

One of the competencies that must be possessed by vocational students in the office administration program is archiving. As technology and information develop, students must be able to manage records through digital media or what is known as *e-archive*. The teacher as a facilitator must be able to operate an electronic archive program. In this Program Community Service, teachers are trained to operate electronic archives as learning media in the classroom.

The results of the *e-archive* training participants indicate that 90% of *e-archive* training participants hope to be able to apply innovations in classroom learning, one of which is *e-archive* as learning media. Overall, based on the questionnaire results it can be concluded that the training activities were responded positively by the training partici-



pants.

Technological progress requires a teacher as an educator to always innovate in creating learning media that can support students' understanding in learning subject matter both theory and practice (Saeroji, 2014). This is following the research results of Kuswantoro (2015) which state that learning outcomes using *e-archive* are better than learning with manual archives.

Participants were very enthusiastic to take part in this activity, evidenced by the enthusiasm of the participants and their timely arrival as well as following the activity to the end and produced the output in the form of skills in operating software *e-archive* as learning media a computer-based. In addition to having the efficient benefits of document transactions, the application of a filing electronic system will provide economic benefits (Thilmany, 2009).

## CONCLUSION AND RECOMMENDATION

### Conclusion

Community service activities have been carried out by the PKM Team of the Department of Economic Education, Faculty of Economics, Universitas Negeri Surabaya in the form of learning media training *e-archive* for teachers of Vocational High School Office Administration Program in the city of Surabaya.

1. Participants are very enthusiastic to participate in this activity, as evidenced by the skills of trainees in operating *e-*

*archive* software more than before getting their training and arrival on time and following the activity to completion.

2. This activity is very useful, to improve teachers' understanding and skills of a variety of interactive learning media by using *e-archive software* that can be applied in schools.

### Recommendation

1. This activity can be sustainable, helping to increase the awareness and willingness of teachers to apply interactive learning media in schools. Providing benefits for teachers of Vocational High School Office Administration Program in Surabaya now and in the future.
2. For the implementation of community service activities to achieve the expected goals, it is necessary to have to field observations regarding the needs of teachers in the area where the located service is.
3. Similar service activities are expected to be carried out in the following year period in other target areas to improve the quality of education in Indonesia.

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